The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

PLANNER I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of professional level work involving the gathering, analysis and reporting of social, economic and engineering data for use in current and long-range planning; and to provide information and assistance on planning related matters to the public and other department staff.

Distinguishing Characteristics:

<u>Planner I</u> - This is the entry level class in the professional Planner series. This class is distinguished from the Planner II by the performance of the more routine tasks and duties assigned to positions within the series including the responsibility for assignments in the fields of current or long-range planning which require the application of fundamental planning principles. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Planner II - This is the full journey level class within the professional Planner series. Employees within this class are distinguished from the Planner I by the performance of the full range of duties as assigned including responsibility for the application of professional knowledge and skills to various municipal planning problems and projects. Responsibilities include the preparation of specific reports and plans with opportunity for independent judgment in planning work details and making technical determinations. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Planner in that the latter class involves work of greater size, complexity, creative demands and public relations problems in assigned projects or functions. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or, when filled from the outside, require prior work experience directly related to area of assignment.

Supervision Received and Exercised:

Planner I

Receives general supervision from higher level planning staff or from other supervisory or management staff.

Planner II

Receives direction from higher level planning staff or from other supervisory or management staff.

May exercise functional and technical supervision over less experienced professional and technical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Receive and review zoning and variance requests, development proposals and applications for compliance with appropriate regulations and policies.
- Research, analyze and interpret social, economic, population and land use data and trends; prepare written reports on various planning matters and elements of the general plan.
- Compile information, make recommendations and prepare planning reports on special studies pertaining to land use and community development problems such as development of industrial sites and park and recreation areas.
- Research and prepare reports and recommendations for a variety of Boards, Committees, and Councils; make public presentations and recommendations on various aspects of the planning program.
- Research, verify, update and draft ordinances for review; collect, record and summarize statistical and demographic information.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
- Compile information and assist in the preparation of site plans for private development and civic buildings; review commercial, industrial and residential development plans for code compliance; process permit applications.
- Answer questions and provide information to the public regarding zoning, land use and the general plan; investigate complaints and recommend corrective action as necessary to resolve complaints.

CITY OF TEMPE

Planner I/II (continued)

- Participate in coordinating City planning activities with outside departments.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Planner I

Some directly related municipal planning experience is desirable.

Planner II

Two years of professional municipal planning experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in architecture, city planning, public or business administration or a related field.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 5021/5022

Salary Range: 28/34

Compensation Plan: P40 / Regular

FLSA: Exempt